IFS Connection

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IFS Help Desks

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INSIDE THIS ISSUE

From the Desks of…

…Cynthia Baumann, IFS-HR System Administrator
Well, again, another year whizzed by and we have accomplished a lot. I guess the adage "time flies when you're busy" is true. Or, is it "time flies when you're having fun?" Anyway, IFS-HR has been the place to be for progressive Information Technology. We are so excited about the new Department of Personnel NEATS system. The pilot for the timesheet entry has been very successful and we are preparing to roll this out to all state agencies. Read about it in this newsletter under "Coming Attractions." The HR Data Warehouse continues to be our super star system. We have enhanced several features from your requests and input. Read about them under "HR Data Warehouse."

I'd like to take a minute and brag about my staff. I think I have the most competent, easy to work with, employees in the state. All of them, Cynthia, Lou Anne, Tricia, Netti and Deborah, are extremely dedicated to the IFS-HR system and a pleasure to work with. I can always count on any one of them to be helpful and responsive to not only me but to the Department of Personnel and you. I hope you have had a chance to meet them or talk with them over the phone. They are a very valuable resource to you as we grow together with ADVANTAGE™-HR, NEATS and the HRDW.

I wish all of you have a super and safe new year, and look forward to working with you in 2003. YIKES!!

…Kim Huys, Chief Accountant IFS/Operations
We would like to thank all of you who took the time to answer and return our survey. We appreciate your comments about your experience with the Integrated Financial System and are using your suggestions to make some positive changes.

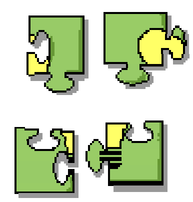
Many of you have been frustrated by the multiple view tabs and unused fields of the Payment Voucher. To this end, we have developed the PVE or Easy Payment Voucher, a one-screen document that can be used for most of your payment needs. You will be able to enter your account coding, invoice number and description for each detail line on one screen. The PVE and training classes will be available this winter. Stay tuned for dates.

We appreciate the patience you have shown while we have been building better vendor tables. We have instituted standards for entering vendors, and we have purged old unused vendors from the tables and are in the process of consolidating duplicates. The changes to these tables are still ongoing and we will need your continuing patience while we finish.

A new security policy package was sent to agency heads. This package includes the Policy and Procedure for Establishment and Maintenance of User IDs for the ADVANTAGE™ Financial System, a form for agency heads to delegate signature authority and a list of current users in each agency on file with the Controller's Office. If you would like more information about this policy, please contact the Help Desk at 775/684-5245.

Our New Year's resolution is to continue to provide you with the tools and support to make your IFS-Financial experiences positive. **HAPPY 2003!**

Custom Reports



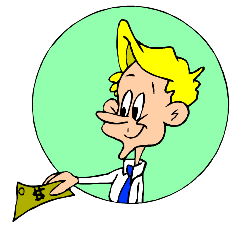
In an effort to make a move to a "paperless" reporting system, the HRDW (data warehouse) was built. With each software release in the HRDW comes new information, which allows us to discontinue printing custom payroll/records reports.

Because information contained in each of the following reports is available in the HRDW, we have stopped printing them.

RHR-010 - Employees with class code not equal to position
RHR-011 - Position Roster
RHR-020 - Employee Roster
RHR-040 - Count of Employees with Below Standard NPD-15
RHR-044 - NDOT Tool Allowance
RHR-050 - Administrative Leave - NDOT
RHR-073 - NDOT Alpha Listing
RHR-083 - Employees Terminating to Withdraw Retirement
RHR-098 - Vacant Position

If you need assistance obtaining the information through the HRDW, please contact the IFS-HR Help Desk at 775/684-8696.

New ADVANTAGE™-HR Edits



NEW PAYROLL OVERPAYMENT EDITS

The IFS-HR team is always looking for ways to assist agencies in managing their internal business processes. In December 2002 the IFS-HR staff developed specific edits that are designed to assist system users in recognizing entries that could potentially result in under or overpayments in the following situations.

1. If an employee is promoted two or more grades, the pay progression date, in most cases, should be changed to correspond with the effective date of the promotion. The system will generate a warning message to notify the agency to check the pay progression date.

   Edit: "Check pay progression date"

2. An employee should have a Pay Policy and Deduction Policy that correspond with each other, i.e. if the pay policy is PP01, the deduction policy must be PER1E and PER1R or PER2E and PER2R. The system will now generate a warning for invalid combinations as well as incomplete information on PENS for EE/ER deduction policies.

   Edit: One of the following warning messages will be displayed.
   - On the PENS window "Verify second line for EE/ER DED"
   - On ESMT and PENS windows "Invalid RET OP in PENS"

3. If an employee is enrolled in the Employer Paid retirement plan, a warning message is issued on the ESMT if the employee's Pay Policy is changed to correspond to the Employee/Employer Paid retirement plan.

   Edit: "Verify PPOL from EE/ER to EE"

4. Those employees who are non-table driven, exception reporters and work less than full time should be assigned to a pay class that corresponds to their FTE. For example: A pay class of E60H should have a corresponding FTE of 0.75% entered in the % Full-Time field on the ESMT. The system will generate a warning if valid combinations are not used.

   Edit: "Invalid Pay Class CD for %FTE"

5. A special salary adjustment "+5%" must be expired on the ESMT when an employee changes positions or promotes to another position (or experiences a similar qualifying event) and is not eligible for the special salary adjustment any longer. A warning message will be issued in these circumstances to remind the agency to check the Pay Parameter window.

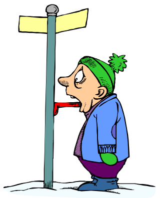
   Edit: "Check Pay Parameter Window"

6. Those classifications ineligible to receive time and one-half pay for overtime (Exempt status) are flagged on the Title Table. When a non-exempt pay class code is used on the ESMT, the system will generate a hard edit and will not allow the transaction to be updated until the pay class is changed to correspond with the Exempt title status (pay policies prefaced with an "X").

   Edit: "Invalid PPOL for Exempt status"

Please feel free to contact the IFS-HR Help Desk at 775/684-8696 if you have questions about any of the new edits. ◆

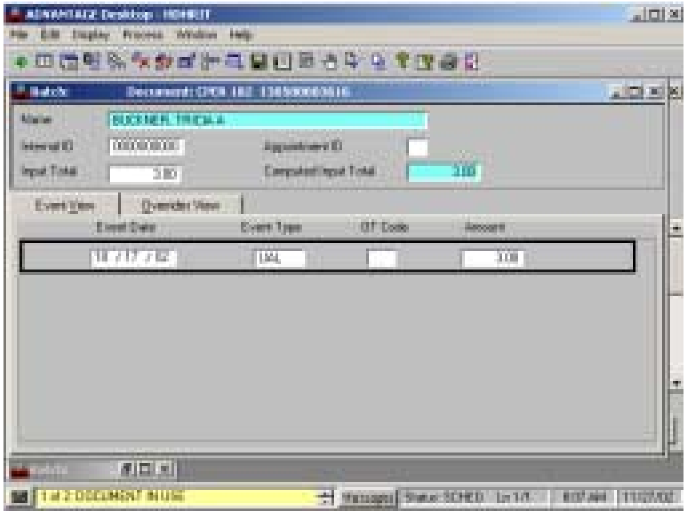
…From the HR Help Desk…



QUESTION OF THE QUARTER…

How to Free a Document

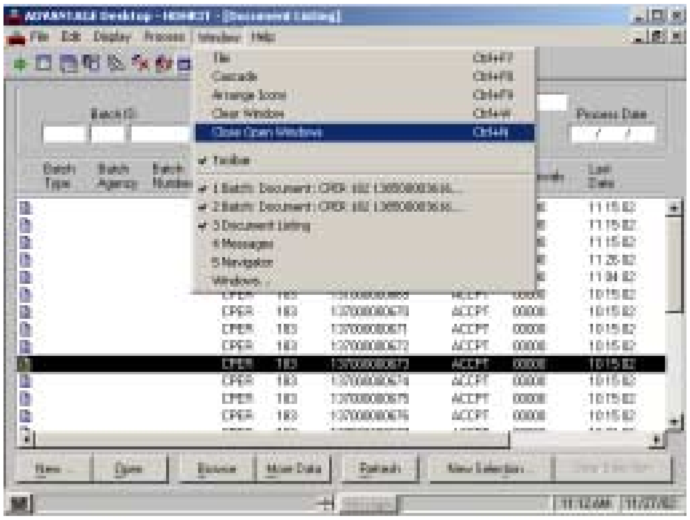
I was entering in a CPER for an employee and my supervisor needed my assistance. I left my desk for about an hour then came back to finish entering in my document. After I logged back in (due to the 30 minute "timeout" security feature), I brought my document up through SUSF and got an error message "Document In Use." Now it won't let me process my document! Help!!!!



This error message will generally occur if:

1) Your system times out (30 minute timeout feature) when you had the document open,
2) You have the document "open" and minimized on ADVANTAGE™ and then try to open up the same document through SUSF (Document Listing),
3) Your computer system freezes up while working on the document,
4) You close your system down without closing the document first, or
5) Another user has the document open on their computer.

To be able to process the document, first ensure all of your ADVANTAGE™ windows are closed. From the tool bar, click on **Window: Close Open Windows**.



Go to SUSF from the Navigator Window. Type in the type of document, the three-digit agency number and the document number in the appropriate boxes under Document ID. Click **Browse Data** or the F4 key on your keyboard. The target document should be listed first with a black highlight bar across it.

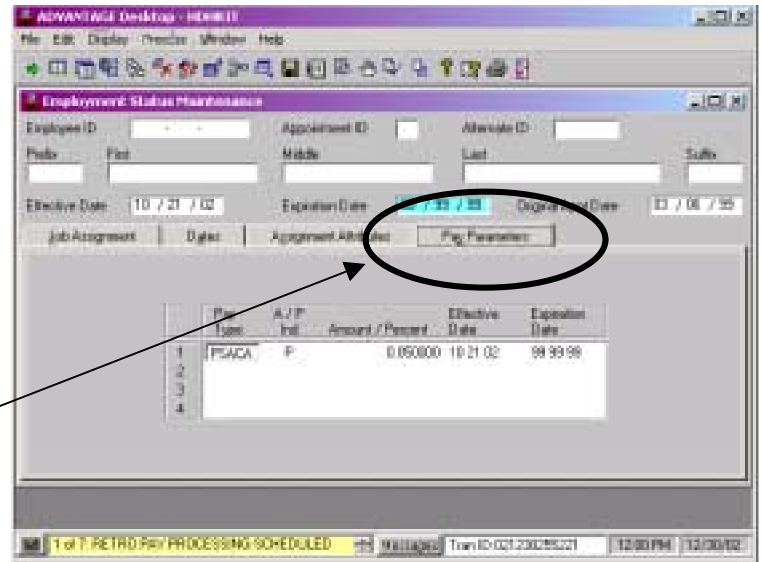
From the tool bar, click on **Process: Free**.

The message "Batch/Document Freed" will appear. Double click on the document or click the Open button at the bottom of the window. Continue processing the document. ◆

TIPS OF THE QUARTER FROM THE ESMT DESK…

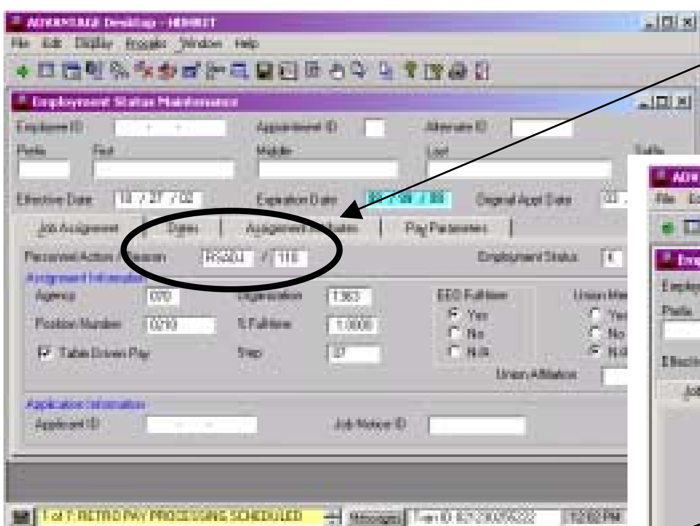
To Add a Special Salary Adjustment…

To add a Special Salary Adjustment, put in the effective date on the header of the ESMT and enter the personnel action/code on the job assignment tab.

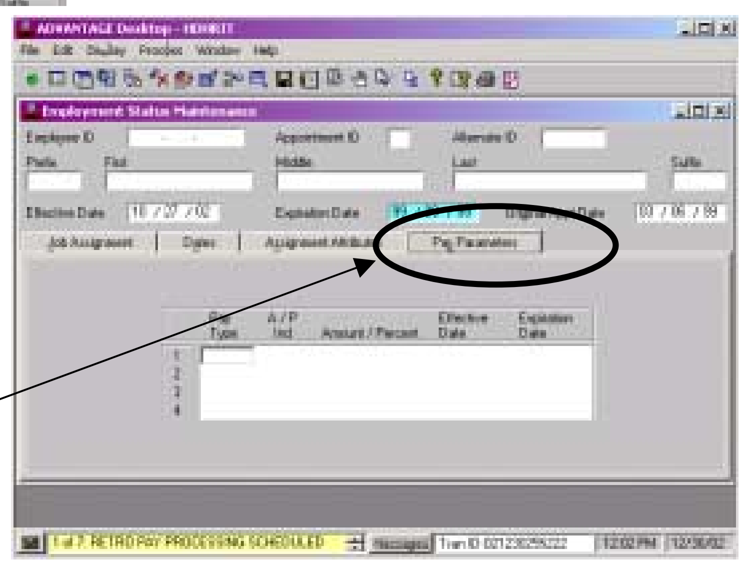


The Special Salary Adjustment pay type and a corresponding effective date must be entered on the pay parameters tab. Remember the effective date on the pay parameters tab must match the effective date on the header of the ESMT. **Process: Update** (or F8).

To Remove a Special Salary Adjustment…



To remove a Special Salary Adjustment, put in the effective date on the header of the ESMT and enter the personnel action/code on the job assignment tab.



The special salary adjustment line must be deleted, field-by-field, by clicking on the field in each line and depressing the delete key on your keyboard. **Process: Update (or F8).**

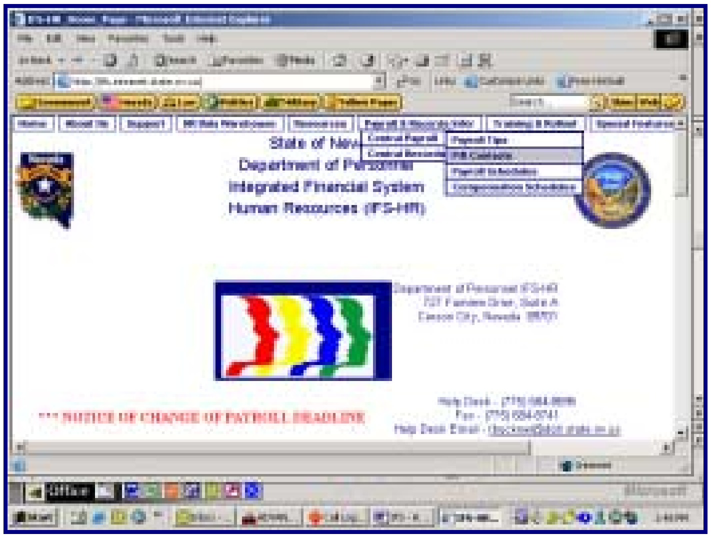
Hint: You might want to **Print: Desktop** and attach screen shot to the ESMT file copy. ◆

IFS-HR Web Site

REVIEW OF THE CENTRAL PAYROLL AND CENTRAL RECORDS LINKS

The information in this section includes tips, timesheets, memos, schedules and a contact list of each department. All of these items can be downloaded in Word, Excel or PDF.

1. Central Payroll drop down menus.



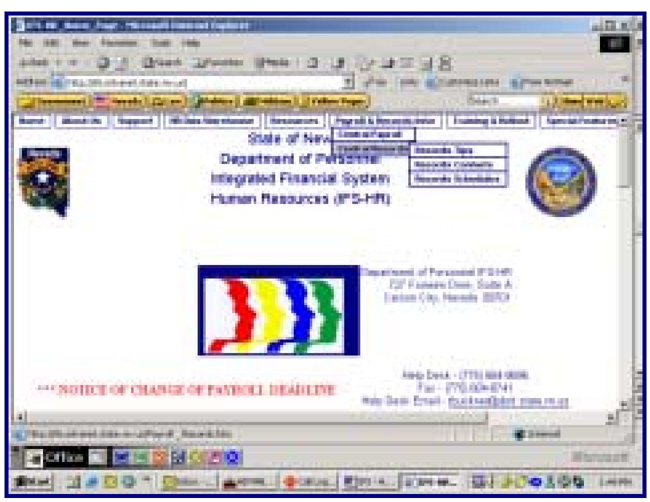
A. Under Payroll Tips you will find templates for all the Timesheets (with and without formulas) and memos on all timesheet entry.

B. Central Payroll Contact page lists staff with the duties and agencies for which they work.

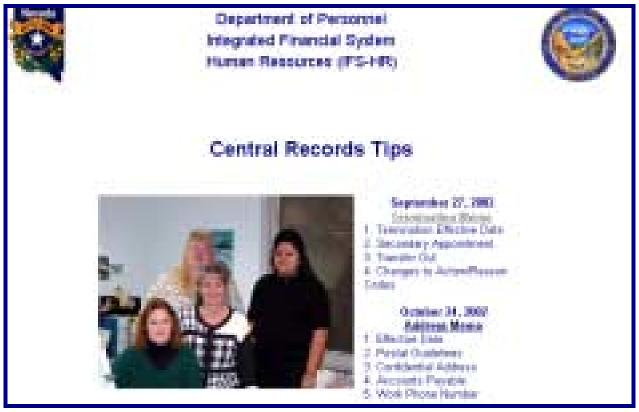
C. Under Central Payroll Deadline Schedules, you will find the Central Payroll Pay Periods.

D. Do you need to locate a Compensation Schedule? These are located under Central Payroll Compensation Schedules.

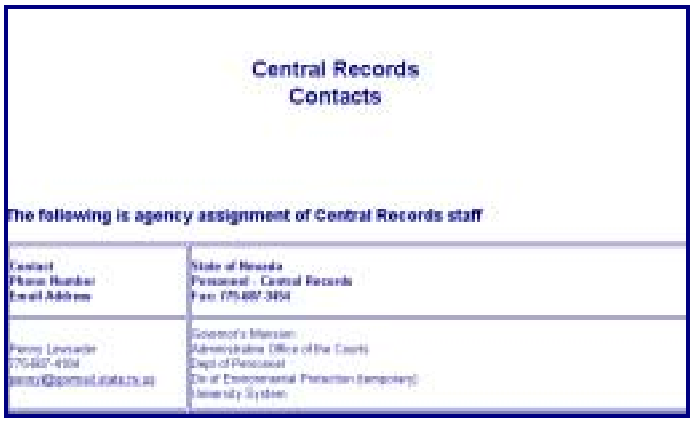
2. Central Records drop down menus.



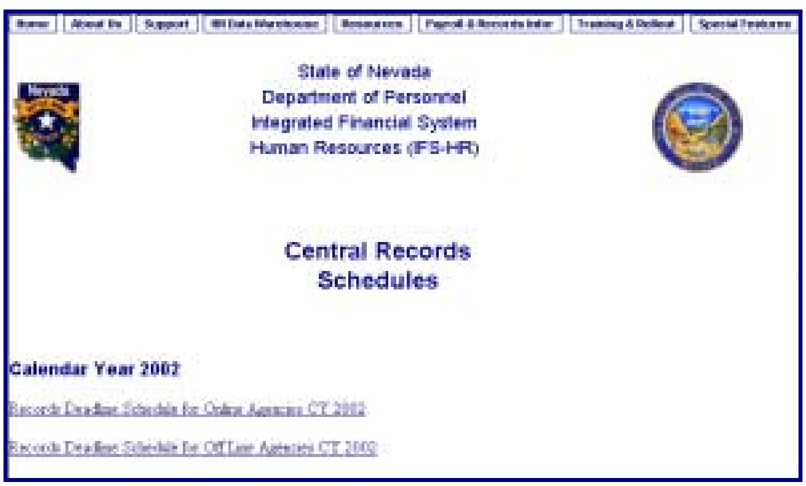
A. Central Records tips with the latest memos from Penny Lewsader.



B. Central Records Contact page lists staff with the duties and agencies for which they work.



C. Wondering when the deadline is to enter and submit ESMTs A or B? You will need to look under Central Records Schedule. ◆



Coming Attractions

ADVANTAGE™
Ever wonder exactly where an employee works? ADVANTAGE™-HR will soon release a new window for the employee duty location. The work and pay locations currently in ADVANTAGE™-HR are being used for pay check and report distribution and do not accurately reflect the actual work address for the employee. The table behind this new inquiry window will need to be populated with all state work addresses and then we can begin to populate where each employee works. Hopefully, this will be ready for the February GUI release. So, stay tuned for this exciting enhancement.

NEATS
Most of you have probably learned from earlier editions of the *IFS Connection* that IFS-HR has contracted with AERIS Corporation to develop a web-based employee self-service system called the Nevada Employee Action and Timekeeping System (NEATS). AERIS is the same company who built our wonderful HR-Data Warehouse.

NEATS allows employees to enter their own timesheet and employee actions into a web-based environment that interfaces with ADVANTAGE™-HR to facilitate entry. Subsequently, AERIS will also develop an employee development module that will allow users to register for document training and professional development courses through their web-based home page. This is the first step towards giving agency management the opportunity to view an employee's background in order to effect succession and staffing planning.

NEATS PILOTING
The pilot period for the new NEATS timekeeping component is upon us. The timekeeping component allows employees to logon to their individual home page and enter their own timesheet. Once the timesheet has been electronically submitted, supervisors receive notification that the timesheet from "John Doe" is pending approval. Supervisors must click on the designated link, review the timesheet and approve it by clicking on the option labeled "approve." This system has simplified and taken the concept of "user friendly" to a whole new level!

IFS-HR has been working with our own Department (the Department of Personnel) and NDOT to rollout and pilot the timekeeping piece during pay period 16. Additionally, Department of Personnel staff are attending training this month to facilitate learning and use of the NEATS timekeeping module during and beyond the pilot period.

Piloting a system prior to rollout is critical to the success of the new system. Your feedback concerning your initial experiences with the system offer us the greatest opportunity to discover inconsistencies or "bugs" before it is formally rolled out to other agencies across the state. Your participation is vital in this process. Please contact Deborah Harris at 775/684-8697 if your agency is interested in participating in the initial rollout of NEATS.

MORE ON THE EMPLOYEE DEVELOPMENT MODULE
Oftentimes, employees take state-sponsored training throughout their professional career that has not been captured for subsequent review. Through utilization of the NEATS employee development module and the HR-Data Warehouse, agency staff will be able to view the educational history, training and development of a staff member. Agencies can utilize this information to identify individual candidates that may qualify for specialized positions being vacated due to resignation or retirement, and will be able to conduct efficient and thorough succession planning.

NEATS users will also be able to view and register for available state-sponsored courses through their individual home page. Of course, supervisors would be responsible for approving these training requests as designated on their own home page.

Opportunities for the future abound! ◆

HR Data Warehouse Update

USER ACCESS
Increasingly, IFS-HR is receiving User Confidentiality Agreements requesting access to the HR-DW for a particular user who is unaware of the access he or she is receiving. When we enter new users in the system and call them to provide password information, many are unsure as to why we are calling and ask us, “What is the HR-DW and why are you calling me?”

Agency staff should take care to communicate with new users concerning the access they are requesting on the user’s behalf. Without such communication, users remain confused about what the system does, the need for it and why they require access. The HR-DW remains a management tool for use by those individuals responsible for managing agency personnel and payroll issues and information. Access should be assigned prudently.

EVALUATION INFORMATION
The evaluation information provided in the HR-DW has been updated to provide advanced notice of evaluations due within the next 60-day period. Information can now be viewed by home organization, pay location, work location, employee, “due” evaluations and “past due” evaluations. Throw away those antiquated tickler-file systems!

POSITION INFORMATION
At the request of our esteemed budget analysts, position information on the HR-DW was recently expanded to encompass the following additional considerations:

- Accessing position information by work location
- Position and status filters have been added to the Analysis Settings Header on the Position Roster to provide specific data on all positions, filled positions, vacant positions, under filled positions, and over filled positions
- Vacancy analysis information has been expanded to include the position vacancy date and the exact years/months/days a position has been vacant.

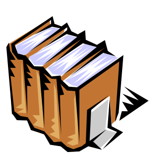
EMPLOYEE WORK LOCATION PHONE NUMBERS
Our HR-DW team has been working to develop yet another enhancement this month! The employee roster now contains employee work location phone numbers for download. Create your internal phone lists by utilizing this feature today.

With these new features, the HR-DW offers agency users three more reasons for discarding duplicative internal databases. Increase your usage of the HR-DW as your one-stop shop for downloading valuable employee information!

These HR-DW enhancements provide agencies with even more tools to manage their business practices, which is our goal here at IFS-HR. If you have any questions about accessing these new features, please contact the IFS-HR Help Desk at 775/684-8696. ◆

Procedure Updates

IFS-HR Procedure 01.08.03 Pay Adjustments – Overpayments has been revised and IFS-HR Procedure 01.10.04 Reconciliation of the Employee Maintenance Status Form (ESMT) for payroll reports has been added.



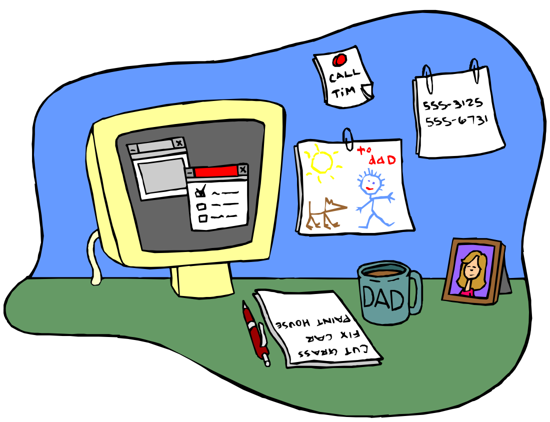
To update your procedure manuals, please print the latest IFS-HR Procedure revisions located at IFS-HR Resources/Manuals on the IFS-HR Web site (ifs.intranet.state.nv.us). If you have difficulty accessing these revisions, please contact the IFS-HR Help Desk at 775/684-8696. ◆

Training and Rollout Activities

Most agencies have "rolled out" and are entering their own documents and transactions in ADVANTAGE™-HR. The following departments/agencies will be contacted about rollout over the next quarter.

Department of Corrections – ESMT transactions entry
Division of Child and Family Services, Carson City – Timesheet and Special Pay/LEAV document entry
WICHE – Timesheet, ESMT, and Special Pay/LEAV document and transaction entry
Division of Forestry – ESMT transaction entry
Division of Environmental Protection – Special Pay/LEAV document entry

The remainder of the departments/agencies are either "fully rolled out" or scheduled for training to complete the rollout process. Congratulations! Your hard work is appreciated by all of us at IFS-HR. It has been a pleasure working with you throughout this process. Remember, we are here for consultation when you need us! Let the voluntary training and rollout of NEATS commence.



Please remember to send agency and staff changes to the appropriate IFS-Financial and/or IFS-HR staff.

Notes from State Controller Kathy Augustine…

HAPPY NEW YEAR EVERYONE! What an exciting year this has been for the State Controller's Office. Our Integrated Financial System (IFS) Project completed its second phase on schedule and is ahead of schedule for the final phase of the rollout. My personal thanks to all agencies and departments who have helped keep this project focused and goal oriented.

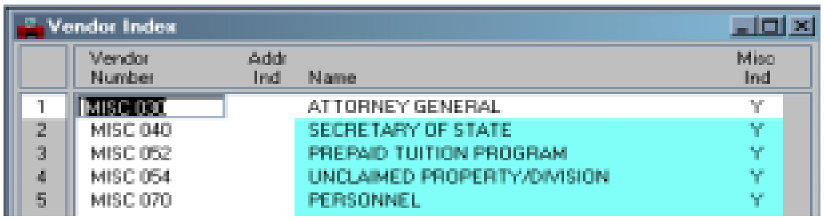
I am also extremely proud of our new Debt Collection Section. It has not been an easy task to implement the new program, but we have surpassed my expectations of success. Through the various arms of the debt collection program the State Controller's Office has now recovered over $1.1 million for the State of Nevada! Given our economy's current instability we can no longer overlook monies owed the State.

I appreciate the efforts of everyone who have contributed to our success. I look forward to working with you over the next four years!

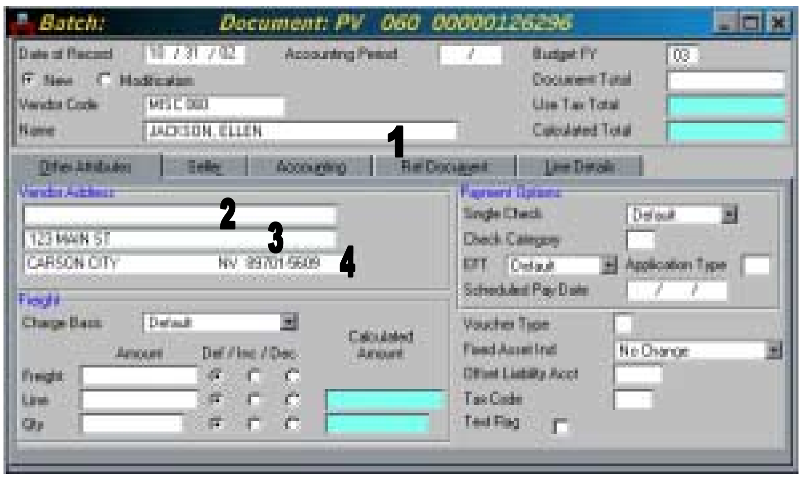
Vendor Information

USING THE MISC VENDOR CODE

A vendor number will not be created for ONE TIME refunds. Use the MISC XXX vendor number specific to your agency. For example, Public Safety (Agency 650) uses MISC 650. Look on the Vendor Index (VEND) table to confirm a MISC vendor number has been set up for your agency.



If your agency doesn't have a MISC vendor number listed, request one by calling the IFS Financial Help Desk at 775/684-5245.



To complete a Payment voucher using your agency's MISC vendor code, enter the MISC code in the Vendor Code field and follow the formatting instructions below.

Line 1—LAST NAME, FIRST NAME
Line 2—Optional for lengthy addresses, continuance of Name line, C/O or ATTN information
Line 3—ADDRESS (30 characters max following US Postal Standards)
Line 4—CITY (tab) 2-digit STATE (automatic tab) ZIP
(**Please note**: The City/State/Zip line is formatted to appear as in the above example.)

Additional information on addressing guidelines from the United States Postal Service can be found at http://pe.usps.gov/text/pub28/welcome.htm. Additional information about abbreviations and acronyms can be found at http://www.acronymfinder.com/.

ADDITIONAL VENDOR NUMBERS

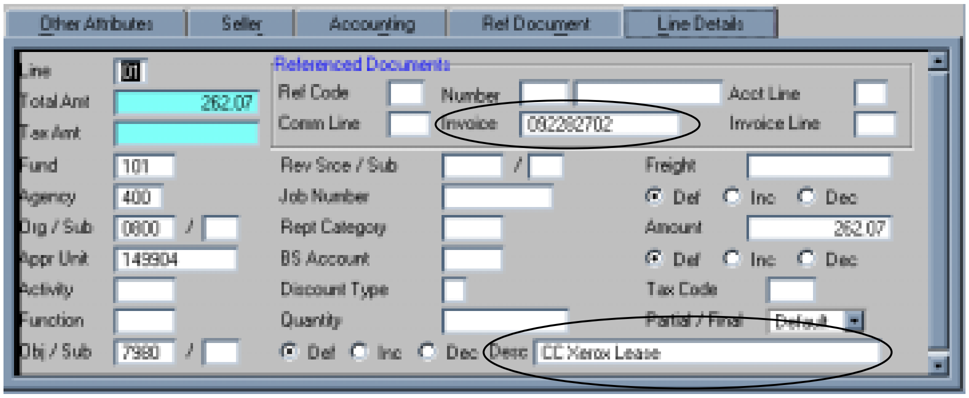
1. To deposit payroll and Workmen's Compensation repayments from an employee, use **WAGEOFFSET** in the Vend/Prov/Cust field on the All Attributes tab of the CR.

2. To deposit rebates received from drug companies under the Federal Best Price Practice Agreement, use **DRUGOFFSET** in the Vend/Prov/Cust field on the All Attributes tab of the CR.

3. To deposit money from someone other than the original vendor (for example, an employee reimbursing the agency for copying charges, telephone, etc.), use **EXPOFFSET** in the Vend/Prov/Cust field on the All Attributes tab of the CR. ◆

Are Vendors Getting Enough Information with Checks?

Are vendors calling to ask what a payment is for? There are two fields in the Payment Voucher and two lines of **Additional Description** that will print on a check stub. Use them!



1. The **Invoice** field (12 characters) prevents duplicate payments by keeping a record of the Vendor Number/Invoice Number combination. If you try to process another PV with the same combination, you'll get an error saying the **Record is Already on OVIH (Open Vendor Invoice Header Inquiry)**.

2. The **Line Description** field (27 characters) is a great place for account numbers.

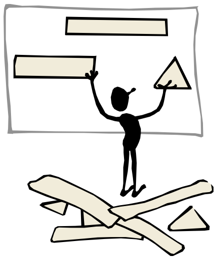
3. Select **Edit: Additional Description** to go to the **NOTE (Note Pad Text)** table. Enter only pertinent information the vendor needs to credit payment to your account. This information is NOT a permanent part of the PV, does not appear in DAWN and is purged regularly. When entering information on this table, continue typing on the first line and allow it to wrap into the second line. Why? Because **ONLY THE FIRST TWO LINES OF THIS TABLE PRINT ON THE CHECK STUB**! (For detailed information, consult "Information Printed on Check Stub" in the Payment Voucher section of your SNAP manual.)

What are VEN2, VTXT and VANA?

VEN2 (Vendor 1 of 2)
VEN2 contains address, contact and other information about a vendor. The Vendor Type field classifies vendors for various reasons. EA means an active employee, ET is a terminated employee and W9 designates a vendor with a W9 on file with the Controller or Purchasing. There is now a field for an E-mail address. The Comment field on VEN2 is used to cross reference to another vendor number. If an error message on your PV says the vendor number has been marked "Stops processing," that means the Controller's Office has put this vendor on hold. Search the Comment field on the General Information tab of VEN2 for an alternate vendor number. If the field is blank, check the Text Flag field in the header of the VEN2 table. If checked, go to VTXT (Vendor Text) to find out why this vendor might be on hold.

VTXT (Vendor Text)
If there is a VTXT entry for a vendor, the Text Flag box on VEN2 will be checked. The VTXT table documents address and name changes, stop payments and the date these changes were made. NOTE: The VTXT table is still under construction. If there are any questions, please call Vendor Services at 775/684-5770.

VANA (Vendor Alternate Name)
VANA is a new table that allows you to search for a vendor by the name in the Alternate Name field on VEN2. These records include vendors beginning with the words *A*, *An*, and *The*, dba names and former names.



Change is Good, Really It Is!

No doubt you have noticed a number of changes taking place in Vendor Services at the Controller's Office.

First, the State of Nevada has new Vendor Registration forms. These are available from the Help Desk or Vendor Services in hard or soft copy. The soft copy can be filled out online.

Please be aware a new vendor will not be established until they complete a Vendor Registration form, which is a substitute IRS form W-9, and return it to Vendor Services. (Vendors are required by the Internal Revenue Service to provide a W-9 or substitute form.) These forms are to be filled out by the vendor or vendor representative, not by agency staff.

Secondly, standards and guidelines have been established for entering information into the vendor tables.

- Individual names are displayed: last name, comma, one space, first name, one space, middle initial, (without a period). Example: SMITH, JOHN A

- Name changes of companies and individuals are displayed on the new VANA table. They will also be noted on VTXT.

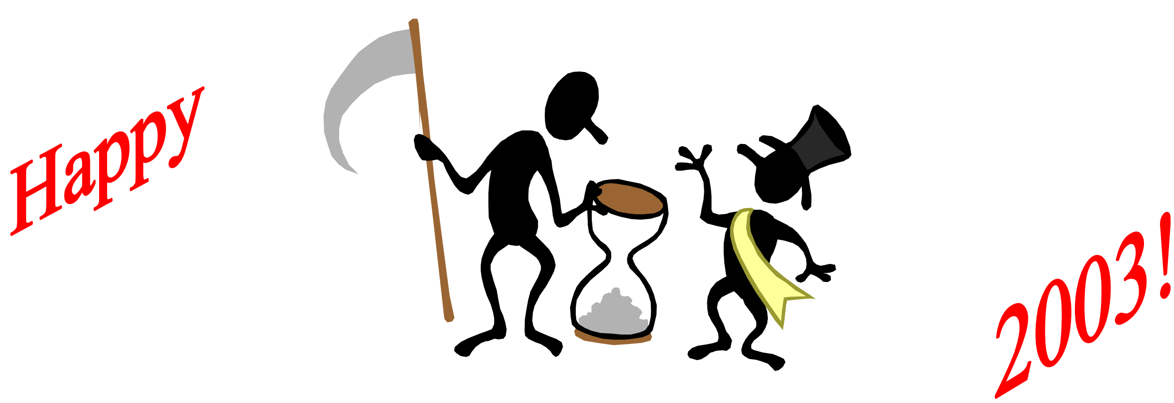
- Names with punctuation such as O'Brien have no apostrophe or space. Examples: OBRIEN, JIM and MCDONALD, MARY **NOTE:** These guidelines are not always followed for employee records entered by Personnel. You may have to include the apostrophe or space in your search on VNAM.

- Vendor names that consist of initials are displayed without periods or spaces. Example: IBM

- If a Vendor name starts with an A, An or The, those words are not displayed on VNAM. Example: DOLL HOUSE. VANA will display the name exactly as it appears on the Vendor Registration form. Example: THE DOLL HOUSE.

- The full name of a vendor who may be known by an acronym is spelled out in the name field. Example: AMERICAN ASSOCIATION OF UNIVERSITY WOMEN **NOTE:** You will be able to look up a vendor by their acronym on VANA. Example: AAUW

- Vendor numbers for State employees are the same as the five-digit internal ID numbers issued by Personnel. All employees should be in the Vendor file.



Vendor Changes?!?!

Recent vendor changes were made so the State of Nevada will be in compliance with IRS vendor regulations. The new Vendor Registration form is a substitute W-9, which must be completed by the vendor.

Some agencies have been sending a cover letter with the forms they fax to vendors. The following is a template you may change to suit your agency's needs. This cover letter may help vendors understand how and why to use these new forms. ◆

To become a vendor with the State of Nevada, or to update the information we currently have on file, please complete the attached form(s) (indicated below):

____ Vendor Registration
____ Alternate Remittance Address
____ Vendor Change

Completion and submission of these forms will bring you into compliance with IRS regulations.

FAX the completed form(s) to: Vendor Services: 775/684-5697

____ Please fax a copy to our agency for follow-up: ________________ (optional)

Please return the forms in a timely manner.

Without the completed form(s), payment can not be made.

If you have questions, please contact Vendor Services at: 775/684-5770.

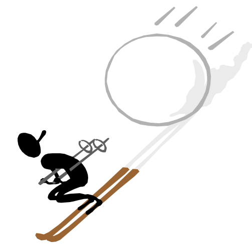
DAWN Update

In Vendor/Voucher/Check we have added a field to the Vendor Detail screen. The field name is Establishment Date. The date in this field will be the date that the vendor was loaded into DAWN.

Vendor Number:	T80932134	Address Indicator:	
Vendor Type:		Misc. Vendor Indicator:	N
Vendor Name:	XEROX	Federal Id:	*****8020
Alternate Name:		Payment Hold Indicator:	N
Address		EFT Status:	N
	1301 RIDGEVIEW 300	Single Check Requested:	N
City:	LEWISVILLE	Text Flag:	
State:	TX	Prevent Deletion Indicator:	N
Zip Code:	75057-6009	Establishment Date:	01/15/1999
		Last Action Date:	02/27/2002
Phone:		Calendar YTD Amount:	-$5.00
Comments:		Prior Calendar Year Amount:	$504.00
Vendor Fax:		Fiscal YTD Amount:	$.00
Additional Address:		Prior Fiscal Year Amount:	-$20.00

For those five character employee number that were converted their establishment Date will be the date they were converted 6/29/2002. For any new employee it will be the date the employee record is loaded into DAWN. ◆

From the Financial Help Desk…

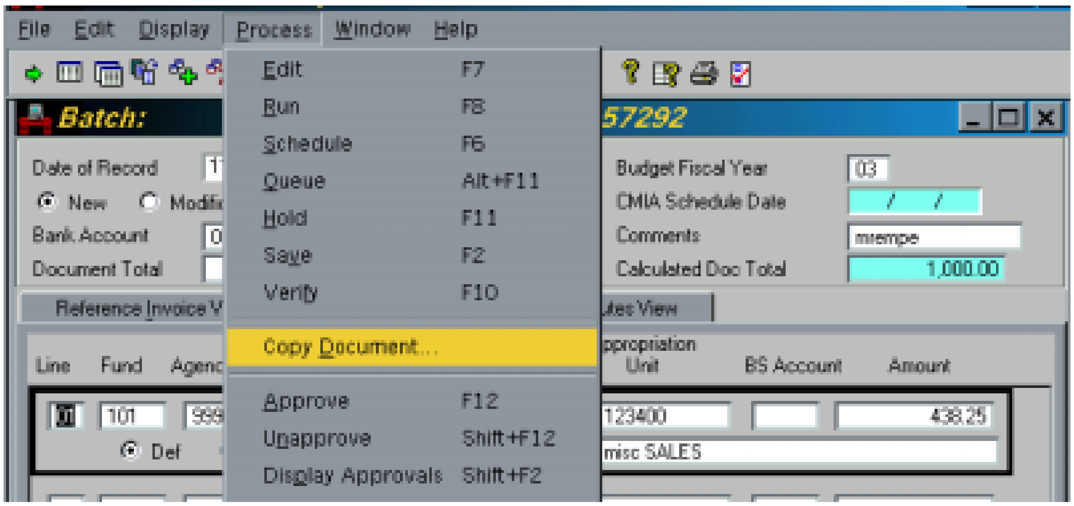


TIP OF THE QUARTER…

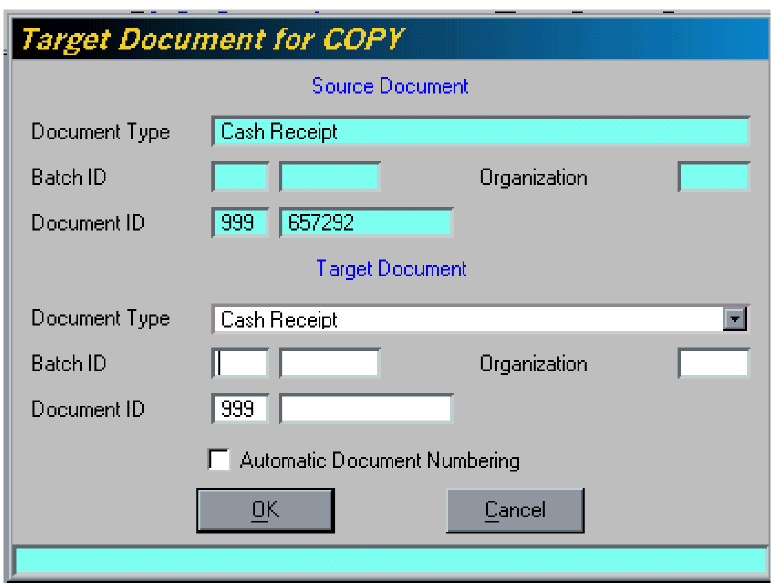
How to Copy a Document

Have you learned how to copy a document yet? This is a great time saving trick for those of you who have to enter several documents with the same account coding.

Find the document on SUSF.
Go to **Process: Copy Document**.

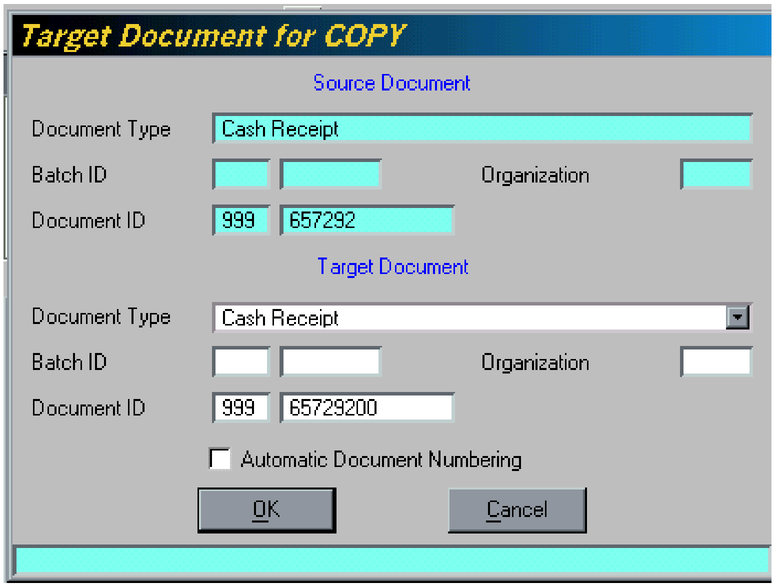


The **Target Document for COPY** window will open.



The blue fields in the Source Document section contain the Document ID from the original CR. The agency number is defaulted in the Target Document section.

Enter a new document number, or
Select **Automatic Document Numbering**
Press **OK.**



The new document will appear. It will be an exact copy of the original document but its status will be “NEW.”

Make any necessary changes.
Edit the document.
Process the document.

If you are replacing a document, be sure to delete the original from SUSF. ♦

FREE FREE FREE FREE FREE FREE FREE

Do you need a refresher?
Want to learn some tips, tricks and shortcuts for ADVANTAGE™ input?
Treat yourself and your staff to two hours of training
customized for your agency.

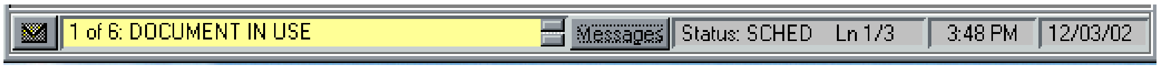
Rent-A-Trainer

In Northern Nevada call:
Melissa Rempe 775/684-8971

In Southern Nevada call:
Judy Hetherington 702/486-3895

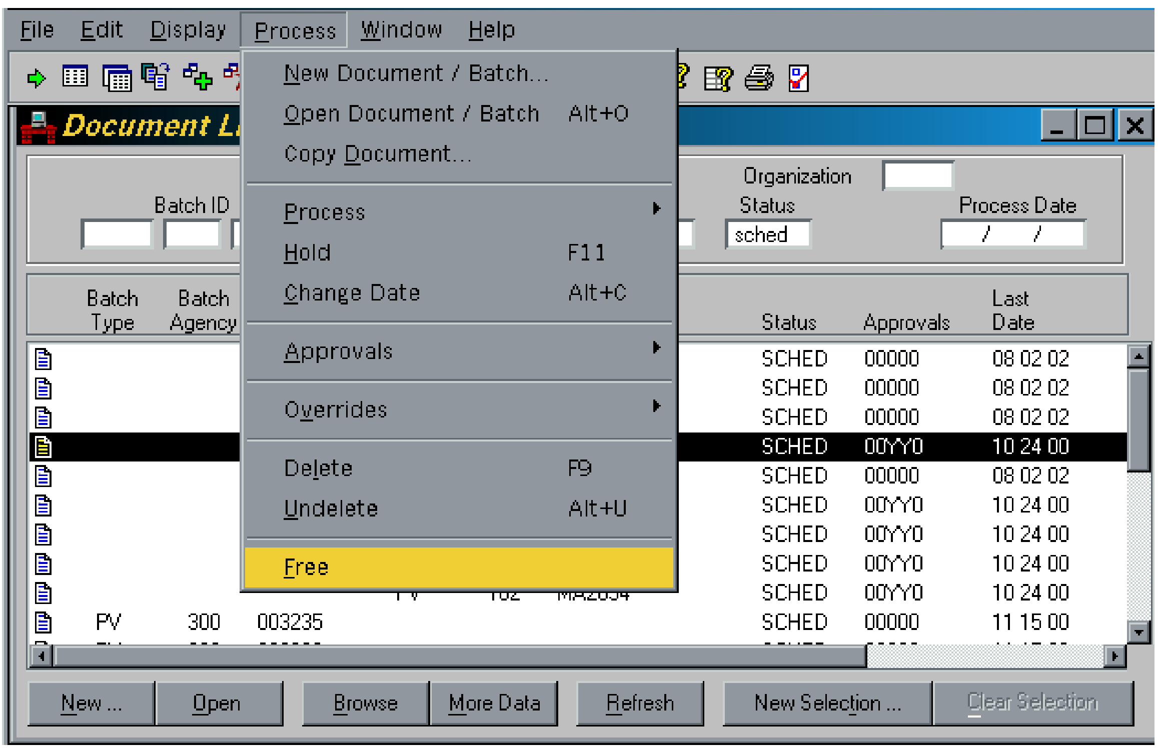
How to Use Process: Free

Have you ever had a document on SUSF in SCHED status and it never seems to go through the nightly cycle? When you open the document, do you get a message on the status bar that says "Document In Use" and you know it is NOT in use?

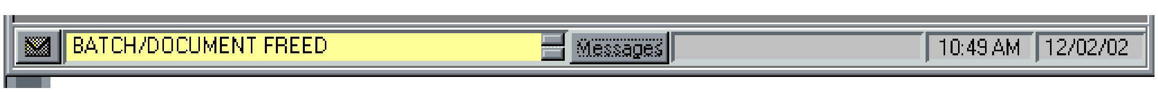


Your document is "hung-up" and will not process. This probably occurred when a user shut down the ADVANTAGE™ program but the document was left open. To get the document to go through the nightly cycle, do a **Process: Free**.

- Browse SUSF to find your document.
- Highlight your document but do not open it.
- Select **Process: Free** from the menu bar.



The message in the status bar will be:



This will allow your document to process in the nightly cycle.

If you select **Window: Close Open Windows** before ending an ADVANTAGE™ session, you can avoid documents that hang up. ◆

Financial Table of the Quarter … DREC

The DREC (Deposit Reconciliation) table displays all Cash Receipt (CR) documents entered in the ADVANTAGE™ system and shows whether or not they have been matched to a bank transaction. Deposits will appear on DREC after they come off SUSF. It is updated in the nightly cycle.

Deposit Reconciliation Table

Bank Account 01

	Trans Code	Deposit Number	Agcy	Orgn	Mult Orgn	Date	Amount	Status	Last Action Date
1	CR	6000094	030	3200		02 07 03	5,440.00	C	02 07 03
2	CR	6000095	030	3200		02 07 03	5,840.00	C	02 07 03
3	CR	6000096	030	3200		02 07 03	7,545.00	C	02 07 03
4	CR	6000097	030	3200		02 07 03	11,323.50	C	02 07 03
5	CR	6000098	030	3200		02 07 10	5,085.00	C	02 07 10
6	CR	6000099	030	3200		02 07 22	5,730.00	C	02 07 22
7	CR	60000D	050			98 12 21	-12,477.64	P	99 01 23
8	CR	60000R	050			98 12 30	-1,000.00	P	99 01 23
9	CR	600010	700			99 05 25	120.00	C	99 05 25
10	CR	6000100	030	3200		02 08 02	6,000.00	C	02 08 02
11	CR	6000100	709	0000		02 06 19	73,877.55	P	02 07 01
12	CR	6000101	030	3200		02 06 14	426.50	C	02 06 14

The document number, the date of deposit and the amount of the deposit entered on the CR must match the tape that comes from the bank so the Cash Receipt can clear automatically (C in the DREC status field). If any one of these fields does not match, the Treasurer's Office will have to clear it manually (P for purged in the DREC status field).

Unnecessary delays in reconciliation can be avoided by entering the information correctly on the CR. Be sure to check the document number as soon as you open the CR. If the document number is incorrect, close the document and start over using the correct deposit slip number.

Contact the Treasurer's Office if a CR document was entered incorrectly or an error was made on the bank deposit. They will assist with the correction of the deposit either in ADVANTAGE™ or with the bank. ◆

IFS-HR
Training Schedule
Quarter January to March

Class Date	Course Name	Class Start Time	Class Stop Time	Location City	Class ID
01/17/03	IFS-HR Navigation	9:00	12:00	Carson City	710
02/11/03	IFS-HR Navigation	9:00	12:00	Carson City	716
03/06/03	**IFS-HR Navigation**	**1:00**	**4:00**	**Las Vegas**	**720**
03/11/03	IFS-HR Navigation	9:00	12:00	Carson City	724
01/17/03	IFS-HR Timesheet	1:00	4:00	Carson City	711
02/11/03	IFS-HR Timesheet	1:00	4:00	Carson City	717
03/07/03	**IFS-HR Timesheet**	**8:30**	**12:00**	**Las Vegas**	**730**
03/11/03	IFS-HR Timesheet	1:00	4:00	Carson City	725
03/25/03	IFS-HR Appointment-ESMT	8:30	12:00	Carson City	728
03/28/03	**IFS-HR Appointment-ESMT**	**8:30**	**12:00**	**Las Vegas**	**722**
01/08/03	IFS-HR Special Pay/LEAV	8:30	12:30	Carson City	712
02/05/03	IFS-HR Special Pay/LEAV	8:30	12:30	Carson City	715
03/07/03	**IFS-HR Special Pay/LEAV**	**1:00**	**4:00**	**Las Vegas**	**713**
03/19/03	IFS-HR Special Pay/LEAV	8:30	12:30	Carson City	727

NOTE: Navigation is a pre-requisite to the Timesheet, Special Pay/LEAV, and Appointment-ESMT classes.

LOCATION/SITE ADDRESSES

CARSON CITY
IFS-HR
727 Fairview Dr.
Carson City NV

LAS VEGAS
Professional Development Center (PDC)
701 N. Rancho
Las Vegas NV

To sign up for a class with IFS-HR you must complete a confidentiality statement and a training request form. These forms are on the IFS-HR Web site at www.ifs.intranet.state.nv.us or are available from Cynthia Martinez at 775/684-5325.

IFS - Financial
Training Schedule

Training classes covering Basic Navigation, Cash Receipt (CR), Payment Voucher (PV), Restricted Journal Voucher (JVR), Purchasing (RX, RC) and Fixed Assets documents are now available monthly in Carson City. Please send new employees, employees who missed the rollout training or employees needing additional practice. All participants must attend a Basic Navigation class prior to CR, JVR, PV, RX and RC training. **Classes are subject to cancellation if enrollment is less than five students.**

Prior to accessing ADVANTAGE™-Financial, an employee must submitted a completed ADVANTAGE™ User Establishment Form, which is available on the Controller's Web site at www.state.nv.us/controller/IFS.html, and take at least the Navigation class.

		Carson City	Las Vegas	Carson City	Carson City
Basic Navigation	8:30 a.m. - noon	January 14	February 11	February 25	March 18
Cash Receipt (CR)	1 – 4 p.m.	January 14	February 11	February 25	March 18
Payment Voucher (PV)	8:30 – 11 a.m.	January 15	February 12	February 26	March 19
Restricted Journal Voucher (JVR)	11 a.m. - noon	January 15	February 12	February 26	March 19
Requisitions and Receivers	8:30 a.m. - noon	January 16	February 13	February 27	March 20
Fixed Assets	1 – 3 p.m.	January 16	February 13	February 27	March 20

TRAINING LOCATIONS

Carson City
IFS
727 Fairview Dr.
Carson City NV

Las Vegas
Professional Development Center (PDC)
701 N. Rancho
Las Vegas NV

**REGISTRATION FOR
DOCUMENT TRAINING CLASSES**

Register for Carson City classes online at www.state.nv.us/controller/IFS.html. If you have any questions about online registration, call Melissa Rempe at 775/684-8971.

For information on training in Las Vegas, call Judy Hetherington at 702/486-3895.